

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR  
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS  
SPECIFICATION NO. 02-042**

The City of Lincoln intends to purchase and invites you to submit a sealed bid for:

**SEASONAL REQUIREMENTS  
FOR  
PORTABLE CHEMICAL TOILET SERVICE**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S  
SPECIFICATIONS ATTACHED**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, **February 27, 2002** in the office of the Purchasing Agent, Suite 200, 440 S 8, K Street Complex, SW Wing, Lincoln, Nebraska 68508. Bids will be publicly opened and read in the Conference Room.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

# INSTRUCTIONS TO BIDDERS

## CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

### **1. BIDDING PROCEDURE**

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

### **2. BIDDER'S SECURITY**

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated of the Proposal Form.
- 2.2 If alternate bids are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
  - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.

- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:

- 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
- 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

### **3. EQUAL OPPORTUNITY**

- 3.1 Each bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.
- 3.2 Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16).
- 3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the City's Affirmative Action Policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

### **4. DATA PRIVACY**

- 4.1 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 4.2 The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

### **5. BIDDER'S REPRESENTATION**

- 5.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 5.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

### **6. INDEPENDENT PRICE DETERMINATION**

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening

directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

## **7. CLARIFICATION OF SPECIFICATION DOCUMENTS**

- 7.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 7.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of bids.
- 7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

## **8. ADDENDA**

- 8.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 8.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 8.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

## **9. BRAND NAMES**

- 9.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 9.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 9.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.

- 9.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

## **10. DEMONSTRATIONS/SAMPLES**

- 10.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 10.2 Such demonstration can be at the City delivery location or a surrounding community.
- 10.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 10.4 If items are small and malleable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

## **11. DELIVERY**

- 11.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 11.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 11.3 All bids shall be based upon **inside** delivery of the equipment or merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

## **12. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 12.1 Copies of the following documents must accompany the bid proposal for all items being bid:
  - 12.1.1 Manufacturer's warranties and/or guarantees.
  - 12.1.2 Bidder's maintenance policies and associated costs.
- 12.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 12.3 Bidder Warrants and represents to the City that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.
  - 12.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and
  - 12.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any

software/ firmware/ hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/ systems that does comply with this Specification and Agreement.

- 12.3.3 No Disclaimers: The warranties and representations set forth in this section 12.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor's liability under this Specification and Agreement.

### **13. ACCEPTANCE OF MATERIAL**

- 13.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 13.2 Material delivered under this proposal shall remain the property of the bidder until:
- 13.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 13.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 13.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 13.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 13.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

### **14. BID EVALUATION AND AWARD**

- 14.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 14.2 No bid shall be modified or withdrawn for a period of sixty (60) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 14.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.

- 14.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the City, and as the City deems will best serve their requirements.
- 14.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.

### **15. INDEMNIFICATION**

- 15.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 15.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 15.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

### **16. TERMS OF PAYMENT**

- 16.1 Unless other specification provisions state otherwise, payment in full will be made by the City within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

### **17. LAWS**

- 17.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

## INSURANCE CLAUSE TO BE USED FOR ALL CITY CONTRACTS

The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the City of Lincoln, Nebraska.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved.

A. Worker's Compensation Insurance and Employer's Liability Insurance

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this state covering all his employees, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of \$100,000 in an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.

|                      |           |
|----------------------|-----------|
| State                | Statutory |
| Applicable Federal   | Statutory |
| Employer's Liability | \$100,000 |

B. General Liability Insurance

1. The Contractor shall maintain during the life of this contract, General Liability Insurance, naming and protecting him and the City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) bodily injury, including wrongful death, (b) personal injury liability, and (c) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:

|  |  |
|--|--|
| A. Bodily Injury/Property Damage             | \$1,000,000 each Occurrence<br>\$2,000,000 Aggregate |
| B. Personal Injury Damage                    | \$1,000,000 each Occurrence                          |
| C. Contractual Liability                     | \$1,000,000 each Occurrence                          |
| D. Products Liability & Completed Operations | \$1,000,000 each Occurrence                          |

2. The General Liability Insurance required by the preceding paragraph shall include the following extensions of coverage:
- (a) The coverage shall be provided under a Commercial General Liability form or similar thereto.
  - (b) X.C.U. Coverage - if the contract requires any work procedures involving blasting, excavating, tunneling or other underground work, the liability coverage shall include Standard Blasting or Explosion Coverage, Standard Collapse Coverage, and Standard Underground Coverage commonly referred to as XCU Property Damage Liability.
  - (c) The property damage coverage shall include a Broad Form Property Damage Endorsement or similar thereto.
  - (d) Contractual Liability coverage shall be included.
  - (e) Products Liability and/or Completed Operations coverage shall be included.
  - (f) Personal Injury Liability coverage shall be included.

C. Automobile Liability Insurance

The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage      \$1,000,000 Combined Single Limit

D. Builder's Risk Insurance (For Building Construction Contracts Only)

Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide and maintain fire, extended coverage, vandalism, and malicious mischief insurance, covering such building in an amount equal to one-hundred percent (100%) of the contract amount (minimum), as specified herein.

Losses, if any, shall be made payable to the City of Lincoln and Contractor as their interest may appear. A Certificate of Insurance evidencing such insurance coverage shall be filed with the City of Lincoln by the time work on the building begins and such insurance shall be subjected to the approval of the City Attorney.

E. Minimum Scope of Insurance

All Liability Insurance policies shall be written on an "occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City of Lincoln.

F. Certificate of Insurance

All certificates of insurance shall be filed with the City of Lincoln on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance coverage required by the preceding Sections A, B, C, D, and showing the City of Lincoln as an additional insured. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction of insurance coverage.

**SPECIFICATIONS FOR  
PORTABLE CHEMICAL TOILET SERVICE**

**1. SCOPE**

- 1.1 Install in place, service and maintain portable chemical toilets at various City of Lincoln playground, golf course and park locations.
- 1.2 Equipment and service shall be provided in accordance with the provisions of Chapter 17 and Chapter 24 of the Lincoln Municipal Code and any other applicable Federal and State Health Regulations.
- 1.3 Bidders shall hold a valid Cleaner's and Liquid Waste Hauler's permit issued by the Lincoln-Lancaster County Health Department.
  - 1.3.1 Copy of such permit shall be attached to your bid proposal form.

**2. EQUIPMENT SPECIFICATIONS**

- 2.1 Portable chemical toilets of self-contained design.
  - 2.1.1 Standard and ADA units must be available.
- 2.2 Each unit shall have ample facility to accommodate one (1) adult and one (1) child at the same time.
- 2.3 Entrance door shall be equipped with self-closing spring latch device.
- 2.4 Ventilation openings shall be located not less than six (6) feet above ground level.
  - 2.4.1 Ventilation openings shall be tightly screened to exclude insects and rodents.
  - 2.4.2 Vent pipe for holding tank urinal system must extend above roof.
- 2.5 All units must be in good repair and of clean appearance.
  - 2.5.1 Each unit must be approved by the Parks and Recreation Department prior to delivery.

**3. SERVICE REQUIREMENTS**

- 3.1 Summer Playground Locations
  - 3.1.1 See attached Schedule "A" for tentative locations.
  - 3.1.2 Term of service shall begin June 3, 2002 and continue through August 2, 2002.
  - 3.1.3 Delivery, set-up and sites within the playgrounds shall be coordinated with Terry Reger, (402)441-7952.
- 3.2 Golf Courses/Ball Fields
  - 3.2.1 Mahoney Golf Course
    - 8100 Adams Street
    - Lincoln, Nebraska
    - 3.2.1.1 Term of service shall begin April 1, 2002 continue through November 30, 2002.
    - 3.2.1.2 Unit must be on wheels to permit transport with a Cushman truckster within the golf course.
    - 3.2.1.3 Delivery, set-up and site location shall be coordinated with Alan Culver, (402)441-8972.
    - 3.2.1.4 Request no service on Mondays.
  - 3.2.2 Pioneers Golf Course
    - Pioneers Park
    - Lincoln, Nebraska
    - 3.2.2.1 Term of service shall begin April 1, 2002 continue through November 30, 2002.
    - 3.2.2.2 Unit must be on wheels to permit transport with a Cushman truckster within the golf course.
    - 3.2.2.3 Delivery, set-up and site location shall be coordinated with Brian Hammer, (402) 441-8968.
    - 3.2.2.4 Request no service on Thursdays.

- 3.2.3 Highlands Golf Course  
5501 NW 12<sup>th</sup>
  - 3.2.3.1 April 1, 2002 thru November 30, 2002
  - 3.2.3.2 Units on Wheels-same as 3.2.2.2
  - 3.2.3.3 Request no service on Fridays
  - 3.2.3.4 Delivery, set-up and site location shall be coordinated with Jeff Gosseling, 402-441-6080
- 3.2.4 Holmes Park Softball Complex  
70th & Holmes Park Road  
Lincoln, Nebraska
  - 3.2.4.1 Term of service shall begin April 15, 2002 and continue through October 31, 2002.
  - 3.2.4.2 Delivery, set-up and site location shall be coordinated with Joe Haag, (402) 441-7890.
- 3.3 Minimum Service Procedures
  - 3.3.1 Delivery, service and pick-up of the units shall not be performed when the surrounding grounds are wet or muddy to prevent damage to the grounds.
    - 3.3.1.1 Service vehicle shall remain on the roadway to the service units within 40 feet of the roadway.
  - 3.3.2 Units which sustain damage which cannot be repaired at the site must be replaced within twenty-four (24) hours of notification by the Parks and Recreation Department at no additional cost to the City.
  - 3.3.3 Complete service shall be provided to each unit once or twice a week.
  - 3.3.4 Service shall consist of the following:
    - 3.3.4.1 Units shall be completely pumped and recharged with fresh chemical.
    - 3.3.4.2 Units shall be thoroughly scrubbed and the toilet seat and urinal area completely disinfected.
    - 3.3.4.3 Odor shall be controllable with the type of chemical used at temperatures through 100°F.
    - 3.3.4.4 Deodorant blocks shall be placed in the urinals and interior of unit shall be thoroughly scrubbed with an effective insecticide capable of killing both flying and crawling insects of all varieties.
    - 3.3.4.5 Toilet paper dispenser shall be completely refilled at each servicing.
    - 3.3.4.6 All minor repairs shall be done on a weekly basis.
    - 3.3.4.7 Standard Service Sticker shall be initialed and dated by the driver after each servicing.
    - 3.3.4.8 Units are to be serviced prior to noon when possible. The exception would be the units located at summer playground sites.
  - 3.3.5 The chemical solution used to recharge the holding tank shall be of a quality to act as an effective germicide, killing germs and insects on contact, discouraging vermin or rodents.
    - 3.3.5.1 The solution shall be of sufficient potency to achieve and maintain effective disinfectant/deodorant properties until tank is serviced.
    - 3.3.5.2 Vapors from solution shall be non-irritating to eyes or respiratory tract of potential users and be biodegradable.
    - 3.3.5.3 No formaldehyde chemicals will be permitted.
  - 3.3.6 Each unit shall contain a service check-off sheet that shall provide for date when unit serviced and initialed by service agent. NO EXCEPTIONS
  - 3.3.7 Disposal of contents of units serviced pursuant to this contract shall be in accordance with the requirements of the City of Lincoln.

**4. SPECIAL EVENTS**

- 4.1 Contractor shall agree to install, service and maintain portable chemical toilets for special events conducted by the City of Lincoln.
- 4.2 Bidders shall indicate on the Proposal Form the following information regarding such special events:
  - 4.2.1 Per unit daily rate.
  - 4.2.2 Number of days advance notice required prior to special events.
- 4.3 Special events will require some ADA units, based on total number requested and number of site locations.

**5. INSURANCE REQUIREMENTS**

- 5.1 Contractor shall provide general liability insurance in the amounts of \$2,000,000 combined single limit for property damage and personal injury.
- 5.2 Contractor shall name the City of Lincoln as additional insured as pertains to the performance of portable chemical toilet services.
- 5.3 The policy shall insure the City from any and all demands, claims, causes of action, at law or in equity, resulting from use of said equipment.
- 5.4 The Contractor agrees to indemnify and save harmless the City from any and all demands, claims, causes of action, either at law or in equity arising out of the performance of portable chemical toilet services.
- 5.5 The Contractor shall provide Worker's Compensation Insurance for any employees of the Contractor who performs any work under this Agreement.
- 5.6 The Contractor shall provide the City with certification of such insurance subject to approval by the City Attorney.

**6. TERM OF AGREEMENT**

- 6.1 The City is interested in a one (1) year contract, with the option to renew for additional one (1) year periods, not to exceed three (3) such renewals.
- 6.2 Bidder must indicate on the proposal form if extension renewals are an option.
- 6.3 By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

**PROPOSAL  
SPECIFICATION NO. 02-042**

**BID OPENING TIME: 12:00 NOON**

**DATE: February 27, 2002**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

**ADDENDA RECEIPT:** The receipt of addenda to the specifications numbers \_\_\_\_\_ through \_\_\_\_\_ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

**THE SEASONAL REQUIREMENTS FOR PORTABLE CHEMICAL TOILET SERVICE**

**BIDDING SCHEDULE**

| <u>ITEM</u> | <u>ITEM DESCRIPTION</u>  | <u>EST.<br/>QUANTITY</u> | <u>MONTHLY<br/>PRICE</u> |
|-------------|--|--------------------------|--------------------------|
| 1.          | ONCE PER WEEK PORTABLE CHEMICAL TOILET SERVICES FOR THE SUMMER PLAYGROUND LOCATIONS AND MUNICIPAL GOLF COURSES.  | 9 EA                     | \$_____                  |
| 2.          | TWICE PER WEEK PORTABLE CHEMICAL TOILET SERVICES FOR THE SUMMER PLAYGROUND LOCATIONS AND MUNICIPAL GOLF COURSES. | 13 EA                    | \$_____                  |
| 3.          | UNITS FOR SPECIAL EVENTS   |                          | <u>Per Day</u>           |
|             | Days advance notice required for special events: _____ Days.   |                          | \$_____                  |
| 4.          | STANDARD UNIT COST   |                          | \$_____                  |
| 5.          | ADA UNIT COST  |                          | \$_____                  |

**BID SECURITY REQUIRED:** Yes \_\_\_\_\_ Amount: \_\_\_\_\_  
No   X  

Special provisions for Commodity Term Contracts are included with the specification document. Bidders are urged to read the Special Provisions before completing the following sections of the Proposal.

**Contract Extension Renewal is an option:** Yes \_\_\_\_\_  
No \_\_\_\_\_

**TERM PRICE CLAUSE: BIDDER MUST STATE**

- (a) Bid prices firm for the full contract period: \_\_\_\_\_; or
- (b) Bid prices subject to escalation/de-escalation: \_\_\_\_\_.
- (c) If (b), state period for which prices will remain firm:  
Through \_\_\_\_\_.

**COMPANY REPRESENTATIVE responsible for the administration of this Agreement:**

**NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**PHONE NO.** \_\_\_\_\_

AFFIRMATIVE ACTION PROGRAM: Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance, upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.  
MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS:  
SEALED BID FOR SPEC. 02-042**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS or P.O. BOX

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
CITY, STATE ZIP CODE

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
ESTIMATED DELIVERY DAYS (After  
receipt of individual orders)

\_\_\_\_\_  
EMPLOYER'S FEDERAL I.D. NO.  
OR SOCIAL SECURITY NUMBER

\_\_\_\_\_  
TERMS OF PAYMENT

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, AFTER TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WITH YOUR BIDDING DOCUMENTS.

## Proposed Locations for 2002

| Park/Location           | Address                            | Type        | Service | Days | Memo   |
|-------------------------|------------------------------------|-------------|---------|------|--|
| 40th & Hwy 2 Park       | 40th & Hwy 2                       | Std         | 1/week  | T    |  |
| Arkfield                | NW 46 & W Mathis                   | Std         | 2/week  | T-F  | Summer season only due to athletics                  |
| Cripple Creek Park      | Birch Hollow &<br>Beaver Creek     | Std         | 1/week  | T    | Summer season only due to playgrounds                |
| Highlands Golf          | 5501 NW 12 <sup>th</sup>           | Std         | 1/week  | Th   |  |
| Highlands Park          | 700 NW Harvest                     | Std         | 2/Week  | T-F  | Summer season only due to playgrounds                |
| Holmes North Ball Dia   | 70 & N Shore Drive                 | ADA         | 2/Week  | M-F  | East Side of 70 <sup>th</sup>                        |
| Holmes South Ball Dia-R | 70 & N Shore Drive                 | Std         | 2/Week  | M-F  |  |
| Holmes South Ball Dia-H | 70 & N Shore Drive                 | ADA         | 2/Week  | M-F  |  |
| Holmes Park Dog Run     | 70 & N Shore Drive                 | ADA         | 2/Week  | M-F  |  |
| Mahoney Golf            | 8100 Adams                         | Std         | 1/week  | F    |  |
| Oak Lake Park           | Charleston & Sun Valley            | ADA<br>wks) | 2/week  | T-F  | Fish outings only-May thru 4 <sup>th</sup> of July(6 |
| Peterson Park           | 4400 Southwood Dr                  | Std         | 2/week  | T-F  |  |
| Pine Lake Park          | 60 <sup>th</sup> & Pine Lake       | Std         | 1/week  | T    |  |
| Pioneers Golf           | 3403 W Van Dorn                    | Std         | 1/week  | F    |  |
| Porter Park             | 28 <sup>th</sup> & Brummond        | Std         | 1/week  | T    | Summer season only due to playgrounds                |
| Rifle Range             | 9 <sup>th</sup> & Military         | Std         | 2/Week  | T-F  | Year-Round Service                                   |
| Roper Ballfields        | 700 Adams                          | Std         | 2/Week  | T-F  | Summer season only due to athletics                  |
| Trendwood Park          | 77 <sup>th</sup> & A               | Std         | 1/Week  | T    | Summer season only due to playgrounds                |
| Uni Park                | 48 <sup>th</sup> by Horseshoe Pits | ADA         | 2/Week  | T-F  |  |
| Uni Park                | 50th & Francis Ball Park Lot       | Std         | 2/week  | T-F  |  |
| Woods Park              | 33 <sup>rd</sup> & J               | Std         | 2/week  | T-F  | By East Park Lot East of Ball Dia                    |
| Woods Park              | 33 <sup>rd</sup> & J               | ADA         | 2/Week  | T-F  | West of Rogers Memorial Drive                        |